

Royal Saxon Owner,

The enclosed documents are to provide all parties involved (you, the Royal Saxon, and your contractor) with the necessary information for your renovation to go as smoothly and quickly as possible.

Please note: The Town of Palm Beach requires all work in a unit to be permitted through the town with some **exceptions**: painting, wallpapering, carpeting, tile on ground floor, replacement of existing: electrical outlet & switch (on the load side), a counter, faucet, or sink only. HOWEVER, when making minor renovations (kitchen counter & sink for example) if any trap, drain, water line, or vent pipe needs to be replaced, that is considered NEW work and would require a permit. **Be advised – unpermitted work in the Town of Palm Beach can cost you far more in penalties and fines than if you simply apply and pay for the permit.**

All other work requires a permit by the town and therefore the association. This ensures and protects your home, the safety of the residents, and the integrity of the building.

BEFORE WORK CAN BEGIN - Your contractor **MUST** provide a copy of his/her **contractors license** (business tax license is NOT the same), a **certificate of insurance** (naming the Royal Saxon Inc as a third party) from the contractors insurance company, and a copy of **the permit(s)** for the work that is to be done.

The association reserves the right to inspect construction in progress (when applicable) to verify that association property (pipes inside walls for example) are in good working order. This is a preventative maintenance task that can only be done while walls and ceilings are open and wiring and pipes behind are visible and accessible. The ability to inspect during this time will help to keep your unit and others from possible future damage.

You will initially be given **90 days** to complete your renovation. Extensions will be provided as long as the permit is still active, your original contractor is still working on the project, and the office is updated on the status of the project.

Contractors: The owner page of the Town permit application must be signed by the Board President before the Town will accept your permit application. Please make sure to check in with the doorman every day you are on site. You or the owner **MUST** be present for all inspections.

Water shut offs – if you need the water to the apartment shut off for valve or fixture replacement, this **must be scheduled with the front desk at least 2 days prior** to the work being done. There are no main shut off valves in the units. You and the owner would be well served to install one or two. You are allowed a MAXIMUM of two shut offs and for no more than 3 hours at a time.

Once your renovation is complete, the office will need a copy of your **final inspection approval**. This is the bright green permit with the town's OK stamp of approval. Once this is received, your renovation file can be closed and you can enjoy the fruits of your contractors labor!

PLEASE PRINT CLEARLY

Owner: _____ Unit #: _____
Phone #: _____ Email: _____
Contractor/ _____
Company: _____ Contact Name: _____
Contact Phone#: _____ Email: _____
Start Date: _____ Expiration Date (90 days): _____

NO PERMIT REQUIRED: (Check all that apply.)

_____ Carpet Cleaning _____ Carpet Installation
_____ Painting/Wallpapering _____ Drapery/Blinds Installation

PERMIT REQUIRED: (Check all that apply.)

_____ Demolition – Please specify. _____
_____ Plumbing (Hot Water Heater, Toilet, Shower/Tub, etc.) – circle all that apply
_____ Kitchen / Bathroom Cabinets
_____ Impact Windows / Doors aluminum frame, white in color, grey glass, the same size as the door or window being replaced, windows must be single hung,
_____ Electrical
_____ Hard Flooring Installation (Tile, Laminate, Wood, etc.)
_____ Air Conditioning (It must reconnect with the braided stainless steel wire water hose.)

Please write a general description of the work to be done: _____

Approval Requirements:

The Royal Saxon Office requires a copy of the following documents before the renovation can begin:

_____ Unit Renovation Authorization Form
_____ Contractor's Certificate of Insurance – Must name Royal Saxon Inc. as third party holder
_____ Contractor's License
_____ Building Permit (if applicable – provide to office after Assoc. approval & issued by Town)
_____ Dumpster (if applicable)

OFFICE USE ONLY

Date Received: _____

Approved: _____

Property Manager Signature

Date

Working in the Royal Saxon

If you wish to provide services to this building or to the people living in the building, you must adhere to these procedures and Rules:

1. **Work Hours:** Except in case of emergency, you are permitted to work in the building:
Monday through Friday 9:00 a.m. and 5:00 p.m.
Saturday 9 a.m to 12 p.m. (May 1 – Nov. 30)
No work on Saturday (Dec. 1 – Apr. 30).
No work on Sunday or State Holidays.
2. **Loading and Unloading:** You may park at the service entrance to load and unload only.
3. **Parking:** Except when you are actually in the process of loading or unloading, you must park in the designated "Service" parking places located in the North East corner of property.
4. **Use of the Elevator:** You may not use our elevators to take any materials up or down unless elevator pads are installed in the elevator. Pads must be removed immediately after use.
5. **Work Areas:** You must leave the building at least as clean as you found it.
6. **Smoke Detectors:** Do not remove the smoke detector inside the apartment. Dust or torches will set them off. **Covers are available at the front desk.** If you set off the alarm you will be billed for the service call to reset the alarm system.
7. **Trash:** You must remove all debris from the Royal Saxon property.
8. **Licenses and Permits:** Any person working in the building, the electrical service, the water or sewer lines must have a license and any required permits for Palm Beach.
9. **Entry, Access, and Exit:** You must check in with the doorman when you arrive and when you leave the building. You must only be in the areas authorized by the doorman.
10. **Work Responsibility:** Any work requested by a unit owner will be their sole responsibility for payment. If a problem exists in areas other than the interior of the unit, contractor must contact the Manager, President or Vice-President for approval of work.
11. **Financial Responsibility:** Any damage incurred will be the responsibility of the contractor to repair or replace as specified by the manager. If not corrected within 5 days of damage, Royal Saxon maintenance will handle it and contractor will be billed.
12. **Final Inspection:** It is the responsibility of the contractor to have all work inspected and approved by the Town of Palm Beach.

I have read and agree to abide by these rules, and I agree to be responsible for any and all damage resulting directly or indirectly from my work.

Vendor Name

Vendor Signature

Date